

NEW JERSEY DEPARTMENT OF EDUCATION
 Carl D. Perkins Vocational and Technical Education Act of 1998 and/or State Vocational Education
Fiscal Year 2004 Perkins Final Report – Federal/State Equipment Inventory

A. CHECK ONE: ☐ SECONDARY ☐ POSTSECONDARY

B. ELIGIBLE RECIPIENT: _____ C. COUNTY: _____ D. PROJECT CODE: _____ 04

E. Delivery Date	F. Description (Name, Type, Size, Manufacturer/Model)	G. Inventory Tag Number	H. Unit Acquisition Cost	I. Grant Cost	J. **% of Total Cost	K. Location in LEA/College/Agency	
						Building	Room
		L.	TOTAL	\$			

USE ADDITIONAL FORMS IF NEEDED

** Include information only if the item was not purchased with 100% of grant funds.

M. Signature of BA / CFO: _____

Date: _____

FY2004 PERKINS FINAL REPORT

INSTRUCTIONS FOR COMPLETING THE REPORT OF FEDERAL/STATE EQUIPMENT INVENTORY

A. Indicate with a check mark whether this is a secondary grant or a postsecondary grant;

B – D Complete all identifying district/college/agency information;

All columns must be completed for each piece of equipment (items costing more than \$2,000) approved on the spending plan and purchased with Perkins and/or State Vocational funds. See equipment definition in the FY2004 Perkins Spending Plan Guidelines.

E. Enter the equipment Delivery Date;

F. Enter the description of the equipment item. Include at least the type of the equipment, the size, manufacturer, and model. Enter each item separately. **Make it easy to understand. For example: Laptop computer, Dell Latitude, 1.20 GHz; Table Saw, Delta, tilting arbor, 16”;**

G. Inventory Tag Number – Enter the Inventory Tag Number. Each piece of equipment must have an identification tag affixed to it. This inventory tag number may be the individual serial number assigned by the manufacturer or a separate inventory tag and number assigned by the applicant (for computer hardware purchased as a package, list the Inventory Tag Number of CPU and monitor separately).

H. Enter the acquisition cost of the equipment item. The total of the unit acquisition costs listed must equal the total equipment costs listed on the Budget Statement (expenditure categories/function & object codes 400-731 and 400-732);

I. Grant Cost - For items partially funded with grant funds, indicate the amount of grant funds spent on the specific equipment;

J. For item(s) partially funded with grant funds, enter the percentage of unit cost charged to the grant funds.

Example: Item Cost = \$10,000. District/college/agency pays \$1,000 of the total cost

Cost charged to grant = Grant Cost = \$9,000. Per Cent of Total Cost = 90%;

K. Building and Room – The building and room where each piece of equipment is located must be listed. The public secondary school building number is a three-digit number assigned by the NJDOE that identifies the school; and

L. Total – Add the line amounts in column I. The total of column I on all inventory pages must be placed on the appropriate equipment line on the Budget Expenditure Statement form.

M. Signature and Date – The BA / CFO signs the form and provides the date of signature.